

~~SECRET~~~~REPORTS 3~~

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Ch/G Staff Meeting  
7 October 1958  
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Ch/G</u>	<u>Action Required of Divisions</u>
1		None Required.
2		None Required.
3		Chief, D/GG, to invite AD and DAD.
4		Efforts to be made to speed up issuance of GM's.
5	SA to Ch/G to issue memo requesting info for revision of the Area Ready-Reserve List.	

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 7 OCTOBER 1958  
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PRESENT: [REDACTED]

1. Urban Area Project

Chief, D/GC, reported that the Urban Area Project seemed to be going along quite well; the first prototypes for the project are now in final reproduction.

2. Training Report for September

Chief/G gave the divisional figures for training contained in ORR's Training Report for August; the average for the Area was 2.4%.

3. D/GG Briefing

Chief, D/GG, announced that there would be a briefing on the Off-shore Islands on Thursday at 3:30 p.m. Divisions will be contacted individually on this. [REDACTED] suggested that the AD and DAD be 25X1A9a invited.

4. GM's

The group spent some time discussing the steps that were involved in the preparation of the GM on the Offshore Islands. Chief/G stated he was concerned over the amount of time it takes to issue GM's. As timeliness is an important factor in the usefulness of these memoranda, there should be more of a sense of urgency about getting them out.

5. Ready-Reserve Listing

SA to Chief/G reported that it would soon be time to revise the Area Ready-Reserve Listing. The Area List is to be issued 1 November. In making up Division Lists, [REDACTED] asked that the divisions consider both last year's list and that drawn up for the Mobilization Plan in 1955. Also, two separate lists will be required -- one Government, the other non-Government.  
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\*6. Possible Cut in T/O

Chief/G gave the group some of the highlights contained in his memorandum to the AD in regard to the possible T/O cut of from 2% to 5%. AD/RR joined the group at this point and discussed the problem further.

\*7. Supervision

The AD/RR discussed with the group what appears to be a lack of guidance of personnel by their supervisors; this has been brought to his attention several times recently in discussions with employees who are leaving the Agency. There was considerable discussion on the matter. Dr. Guthe indicated that he would like to meet with the Area Staff on a regular basis -- perhaps once a month -- to discuss current projects, trends, etc.

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